

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: IFB-600160-07/RTB - Term contract for the purchase of chemical feed systems maintenance and repair parts.

DEPARTMENT: Administrative Services

DIVISION: Purchasing and Contracts

AUTHORIZED BY: Frank Raymond

CONTACT: Ray Hooper

EXT: 7111

MOTION/RECOMMENDATION:

Waive the Procurement Process for Release Order (OP 22246) issued under the IFB-6000160-07/RTB with Guardian Equipment, Inc. and approve this Release Order retroactively for ratification in accordance with Section 220.16 of the Purchasing Code.

County-wide

Ray Hooper

BACKGROUND:

IFB-600160-07/RTB; Term contract for the purchase of chemical feed systems maintenance and repair parts was awarded by the Board on April 27, 2007, to Guardian Equipment, Inc. In August of 2008, Seminole County exceeded the Florida Department of Environmental Regulation (FDEP) regulated limits for total trihalomethanes in the Northeast service area, resulting in a potential Consent Order. The County committed to the FDEP in October, 2008 to implement improvements to the disinfection system at the Country Club Water Treatment Facility as a means to ensure compliance with the current disinfection by-products regulations. A decision was made by Environmental Services to use the services under the Guardian term contract to expedite a commitment to FDEP to address and resolve the issue in a timely fashion. Release Order OP 22246 was released by Environmental Services for Guardian to perform work to resolve this compliance issue, but the work required material items that were not contained in the contract and was not based upon the terms and conditions of this contract. The value of the Release Order was \$75,348.25. Two material bid items and labor rates were in compliance with the contract, but the remainder of the purchased material items including goods and services provided by DCR (subcontracted) were not in compliance with the term contract. Since this term contract was awarded based upon the scope of chemical feed system maintenance and repair, the purchase of a complete chemical feed system is improper and should have been procured via a formal full and open solicitation package or by using the emergency procurement procedures.

As of this date, payments have been paid to Guardian in the amount of \$73,029.73 with \$2,318.52 remaining as a balance for payment. This agenda item is to advise the Board of this situation and request approval and ratification of this Release Order under this term contract. Additional information is contained in the backup.

STAFF RECOMMENDATION:

Staff recommends that the Board waive the Procurement Process for Release Order (OP 22246) issued under the IFB-6000160-07/RTB with Guardian Equipment, Inc. and approve this Release Order retroactively for ratification in accordance with Section 220.16 of the Purchasing Code.

ATTACHMENTS:

1. Backup information

Additionally Reviewed By:

☒ County Attorney Review (Ann Colby)

Subject: Northeast Chemical System Project
Attachments: Country Club Cost Breakdown.pdf
Importance: High

From: Dehler, Robert
Sent: Wednesday, May 06, 2009 1:03 PM
To: Forte, Joseph
Cc: Rudolph, Gary; Westrick, Dennis; Hunter, Carol; Harber, Mike
Subject: Northeast Chemical System Project
Importance: High

In August of 2008, Seminole County exceeded of the Florida Department of Environmental Regulation (FDEP) regulated limits for total trihalomethanes in the Northeast service area, resulting in a potential Consent Order. To install an operating post-chlorination system to mitigate TTHM formation, there were two basics options available:

1. Hire a design engineering firm (through the present CIP program process) to develop specifications that would implement the prototype chemical feed system design (as provided by Boyle Engineering) specifically at the Greenwood Lakes and Country Club Water Treatment Plants. The resulting specifications would go through the bidding process, a contract would be awarded, and the project would be constructed. This would be a lengthy and expensive process for what was a relatively straight forward project.
2. Use in house resources and existing contractors to implement a working system. This method was selected to expedite our commitment to the FDEP to address the issue as quickly and as cost effectively as possible.

Attached are two breakdowns of parts used by Guardian Equipment to provide a complete chemical feed system (skid) at the Country Club WTP and a second chlorine injection point. The breakdown includes \$27,531.40 for time and materials for the skid, which was manufactured off site and delivered to the facility for final installation. Three of the items on this list are included in the Term contract (IFB-600160-07 / RTB, with one being labor.

The "markup" for 40 hours for Guardian's project management (the subcontract to DCR) was reasonable for a project of this magnitude and complexity, especially since there were many unknowns at the outset. At this time I have not received the breakdown cost from DCR, but as soon as I receive that information, I will forward this also for your review

The system was installed with no major interruption in service to our customers, and was instrumental in allowing Seminole County to avoid further regulatory enforcement actions. Please, if you have any more questions on this matter, give me a call.

G.Robert Dehler
Program Manager II, Environmental Services Department
Water & Sewer Division
Seminole County Government
500 W.Lake Mary Blvd.
Sanford, Florida 32773
Office 407-665-2015
Fax 407-665-2019
RDehler@seminolecountyfl.gov



GUARDIAN EQUIPMENT, INC.

330 Hickman Drive, Sanford, FL 32771 PH: 888-928-3700 / 407-936-2216 FX: 407-936-2217

May 5, 2009

Seminole County
B.C.C. Finance Division
Post Office Box 8080
Sanford, FL 32772

Attn: Robert Dehler

Ref: Country Club WTP Chemical Feed Skids

Dear Robert,

The following is a cost breakdown for the chemical feed skids we supplied at Country Club WTP.

Quantity	Description	Cost	Extension
4	Peristaltic Pump Model 975-3000 (on contract)	\$2350.00	\$9400.00
4	Norprene Tubing Model VA-06402-25	\$68.00	\$272.00
4	Cable for above pump 77300-32	\$86.00	\$344.00
4	Sheets of Polypropylene, 1/2"	\$220.00	\$880.00
4	Griffco Back Pressure Valves	\$148.00	\$592.00
4	Griffco Pressure Relief Valves	\$156.00	\$624.00
4	Pressure Gauge with diaphragm seal	\$100.00	\$400.00
2	Calibration Column	\$107.00	\$214.00
26	1/2" Asahi True Union Ball Valve	\$21.23	\$551.98
24	1/2" PVC male adapter	\$2.06	\$49.44
24	1/2" PVC tee	\$2.75	\$66.00
4	1/2" PVC Union	\$2.04	\$8.16
22	1/2" PVC 90	\$5.55	\$12.10
8	1" PVC Tee	\$3.60	\$28.80
8	1" X 1/2" Reducer Bushing	\$1.63	\$13.04
20	1/2" Strut Clamp	\$3.12	\$62.40
8	1" Strut Clamp	\$3.60	\$28.80
2	1" Bulkhead Fitting	\$16.05	\$32.10
2	1/2" Bulkhead Fitting	\$13.01	\$26.02
16	Feet of 1 5/8" Strut	\$4.16	\$66.56
120	Hours of labor to engineer and build skids (on contract)	\$115.50	\$13,860.00
Total	Total cost for two duplex skids with peristaltic pumps	1	\$27531.40

The following is the breakdown for the secondary injection fitting and installation.

Quantity	Description	Cost	Extension
1	Corp stop with ½" solution tube	\$180.00	\$180.00
1	Saddle 16' X 2"	\$310.00	\$310.00
1	Reducer Bushing 1' X ½"	\$3.25	\$3.25
1	½" PVC True Union Ball Valve	\$21.23	\$21.23
1	½" PVC True Union Check Valve	\$29.35	\$29.35
1	½" PVC Tee	\$2.75	\$2.75
1	½" PVC 90	\$.55	\$.55
8	Labor	115.50	\$924.00
3	Labor (canceled install due to Lake Mary)	\$115.50	\$346.50
Total	Total to install secondary check valve		\$1817.63

Please feel free to contact me if you have anymore questions.

Sincerely,

Mark Cliburn
Guardian Equipment, Inc.

**SECOND AMENDMENT TO TERM CONTRACT FOR THE PURCHASE OF
CHEMICAL FEED SYSTEMS MAINTENANCE AND REPAIR PARTS
IFB-600160-07/RTB**

THIS SECOND AMENDMENT is made and entered into this 15 day of July, 2008 and is to that certain Agreement made and entered into on April 27, 2007, as amended on August 10, 2007, between GUARDIAN EQUIPMENT, INC., whose address is 330 Hickman Drive, Sanford, Florida 32771, hereinafter referred to as "CONTRACTOR", and SEMINOLE COUNTY, a political subdivision of the State of Florida, whose address is Seminole County Services Building, 1101 East First Street, Sanford, Florida 32771, hereinafter referred to as "COUNTY".

W I T N E S S E T H:

WHEREAS, CONTRACTOR and COUNTY entered into the above-referenced Agreement on April 27, 2007, as amended on August 10, 2007, for the purchase of chemical feed systems maintenance and repair parts; and

WHEREAS, the parties desire to amend the Agreement so as to enable both parties to continue to enjoy the mutual benefits it provides; and

WHEREAS, Section 21 of the Agreement provides that any amendments shall be valid only when expressed in writing and duly signed by the parties,

NOW, THEREFORE, in consideration of the mutual understandings and agreements contained herein, the parties agree to amend the Agreement as follows:

1. Labor rates as contained in Exhibit "A" of the Agreement are deleted in their entirety and are replaced by the labor rates contained in Exhibit "A," attached hereto.

2. Except as herein modified, all terms and conditions of the Agreement shall remain in full force and effect for the term of the Agreement, as originally set forth in said Agreement.

CERTIFIED COPY
MARYANNE MORSE
CLERK OF CIRCUIT COURT
SEMINOLE COUNTY, FLORIDA
BY Eva Pouch
DEPUTY CLERK

IN WITNESS WHEREOF, the parties hereto have executed this instrument for the purpose herein expressed.

ATTEST:

Linda G. Cliburn
LINDA G. CLIBURN, Secretary

(CORPORATE SEAL)

GUARDIAN EQUIPMENT, INC.

By: Mark A. Cliburn Pres.
MARK A. CLIBURN, President

Date: 6-30-08

Kellen Erlandson
Witness
Kellen Erlandson
Print Name

Sammy Roberts
Witness
Sammy Roberts
Print Name

For the use and reliance
of Seminole County only.

Approved as to form and
legal sufficiency.

[Signature]
County Attorney

AEC/lpk
6/24/08

P:\Users\Legal Secretary CSB\Purchasing 2008\Agreements\IFB-600160 2 am.doc

Attachment:

Exhibit "A" - Rate Schedule

SEMINOLE COUNTY, FLORIDA

By: Betsy Cohen
BETSY COHEN, Purchasing Supervisor

Date: 7/15/08

As authorized by Section 8.153,
Seminole County Administrative
Code.

16



Guardian Equipment, Inc EXHIBIT A

330 Hickman Dr.
Sanford, FL 32771
Phone 407-936-2216 Fax 407-936-2217

Exhibit A

NAME / ADDRESS
Seminole County B.C.C. Finance Division Post Office Box 8080 Sanford, FL 32772 Attn: Tom Owens

TERMS	REP	FOB	PROJECT
Net 30	MAC		

ITEM	DESCRIPTION	QTY	EACH	TOTAL
misc ...	3/4" Hayward Strainer Baskets, PVC, YSX1007522	1	25.75	25.75
misc ...	1" XLPE Hose per foot	1	11.30	11.30
misc ...	2" XLPE Hose per foot	1	13.68	13.68
misc ...	Hydro Instruments Repair Kit for 2000 ppd Omni valve, Model KT1-040-OV	1	90.00	90.00
misc ...	Hydro Instruments Repair Kit for 500 ppd Omni Valve, Model KT1-500-OV	1	84.00	84.00
misc ...	Hydro Instruments Repair Kit for 100 ppd Omni Valve, Model KT1-100-OV	1	76.00	76.00
misc ...	Hydro Instruments Repair Kit for 2000 ppd ejector, Model KTH-2000-EJS	1	195.00	195.00
misc ...	Hydro Instruments Repair Kit for 500 ppd ejector, Model KTH-500-EJS	1	110.00	110.00
misc ...	Hydro Instruments Repair Kit for 100 ppd ejector, Model KTH-100-EJS	1	70.00	70.00
misc ...	CPVC Glue model 724C, quart	1	19.25	19.25
misc ...	CPVC Cleaner, quart, E65QC	1	9.61	9.61
91834...	#91834033 Valve Ball, PTFE 16mm	1	16.00	16.00
misc ...	Hayward filter bags for fill line on sodium hypochlorite, PO-1-202-E-WW, 30 bags to a case	1	246.75	246.75
E30V...	E30VF-PK Parts Kit, EHE30, VF	1	60.30	60.30
EHE3...	EHE30E1-VCT Walchem Electronic Solenoid Metering Pump to deliver 5.5 GPH @ 150 PSI with 3/4" NPT connections	1	868.50	868.50
EHE5...	EHE55E1-VCT Iwaki Walchem Electronic Solenoid Metering Pump to deliver 20 GPH @ 30 PSI with 3/4" NPT connections	1	1,000.80	1,000.80
		Total		



Guardian Equipment, Inc

330 Hickman Dr.
Sanford, FL 32771
Phone 407-936-2216 Fax 407-936-2217

NAME / ADDRESS
Seminole County B.C.C. Finance Division Post Office Box 8080 Sanford, FL 32772 Attn: Tom Owens

TERMS	REP	FOB	PROJECT
Net 30	MAC		

ITEM	DESCRIPTION	QTY	EACH	TOTAL
misc ...	Barnett Peristaltic Pump with wall mount controller, Model 975-3000	1	2,350.00	2,350.00
misc ...	Norprene Tubing for Barnett Pump Model 06404-18 (0.6 to 36 GPH) 50 ft	1	68.00	68.00
Total				\$5,314.94

PART I

Fee Structure
IFB-600160-07/RTB

Estimated Annual Quantity	Manufacturers Part Number	Short Description	Unit Cost	Extended Cost
6	WX4100	2000PPD Ejector/Check Valve Chlorine	1500. ⁰⁰	9000. ⁰⁰
6	VR-4KO-CL2-1	4000PPD Vacuum Regulator With Flow Indicator Panel Mount	3600. ⁰⁰	21,600. ⁰⁰
72	FX-06	6' Flex Connector Chlorine Whips	80. ⁰⁰	5,760. ⁰⁰
24	C-282P	Filter Pad Sets Vacuum Regulator	45. ⁰⁰	1,080. ⁰⁰
24	C-282G	Filter Lead Gaskets	25. ⁰⁰	600. ⁰⁰
12	GA-SEO-X-Y	Gas Detector Sensor Element	400. ⁰⁰	4800. ⁰⁰
2	SOH-4000-CL2-Mod	Switchover Module 4000PPD With Switches	2,250. ⁰⁰	4,500. ⁰⁰
8	EHE35E1-VF	Iwaki Chemical Pump 8.3GPH	1,038.60	8,308.80
8	EHE30E1-VF	Iwaki Chemical Pump 5.4GPH	990.90	7,927.20
6	EHB30V1-VF	Iwaki Chemical Pump 3.2GPH	643.50	3,861. ⁰⁰
16	EHE45E1-VCT	Iwaki Chemical Pump 12GPH	945. ⁰⁰	15,120. ⁰⁰
12	EHE30E1-VFT	Iwaki Chemical Pump 5.5GPH	868.50	10,422. ⁰⁰
24	YS-101-00F	1"Y Strainer Filters	28.16	675.84
24	YS-102-00F	2"Y Strainer Filters	51. ⁰⁰	1224. ⁰⁰
24	YS-103-00F	3"Y Strainer Filters	72.60	1742.40
36	Y-628-5888E-MV-1	Chlorine Yokes	282. ⁰⁰	10,152. ⁰⁰
72	MV-1	Cylinder valve	72. ⁰⁰	5,184. ⁰⁰
600	GA-LED-111	Cylinder valve lead Gaskets	.50	300. ⁰⁰
6	E30VC-PK	Pump Refurbishment Kit	60.30	361.80
6	E35VC-PK	Pump Refurbishment Kit	69.30	415.80
12	E45VC-PK	Pump Refurbishment Kit	85.50	1026. ⁰⁰
12	E55VC-PK	Pump Refurbishment Kit	99.90	1198.80
40	E90052	Valve Cartridge, .375 E30/35 VC	5.31	212.40
25	E90074	Valve Cartridge, .500 E45 VC	21.06	526.50
25	E90079	Valve Cartridge, .625 E55 VC/VM	26.01	650.25
		TOTAL AMOUNT		\$116,648.79

FOB: Destination

GUARDIAN EQUIPMENT, INC.
 (Name of BIDDER)

Mark Cribben
 (Signature of person signing form)

PART II

EXHIBIT A

IFB-600160-07/RTB RATE SHEET

PART II

Hourly rate to provide labor for installations, repairs, maintenance or general services, involving chemical feed systems. Hourly rates commence upon arrival to site. Reimbursement for travel time from sites will not be authorized. Hourly rates must be inclusive of all administrative and overhead expenses necessary to provide all required services in accordance with the scope of services for any and all tasks as required as part of this solicitation. The hourly rate must include all direct and indirect costs associated with the work, including profit and authorized travel and per Diem expenses

The County will pay contractor for the cost of materials utilized in the performance of specified work. The County will reimburse the Contractor for materials at their actual invoiced price. The Contractor must submit copies of invoices to the County. In some instances, depending on the type and size of the job, the County reserves the right to purchase materials for the job and the Contractor will be responsible for the installation or repair. This action will be determined prior to the commencement of any work.

LABOR BID SCHEDULE FORM

Est. Quantity	Description	Unit	Cost	TOTAL
3600	Regular business hours (M-F 7am - 6pm)	Per hr.	\$115.50	\$415,800. ⁰⁰
1000	Emergency Service / Non-business Hours	Per hr.	\$173.50	\$173,500. ⁰⁰
100	Telephone Support	Base Rate (First 30 Minutes)	\$25. ⁰⁰	\$2500. ⁰⁰
250	Telephone Support Incremental	Per additional 15 minute increments	\$10. ⁰⁰	\$2500. ⁰⁰
TOTAL				\$591,825. ⁰⁰

GUARDIAN EQUIPMENT, INC.
(Name of BIDDER)


(Signature of person signing form)



GUARDIAN EQUIPMENT, INC.

330 Hickman Drive, Sanford, FL 32771 PH: 888-928-3700 / 407-936-2216 FX: 407-936-2217

June 2, 2008

Seminole County
Purchasing & Contracts Division
1101 E. First Street
Sanford, FL 32771-1468

Attn: Kellen Erlandson

Ref: IFB-600160-07/RTB

Dear Kellen,

This letter is to formally ask for a labor rate increase for the above contact.

As you know fuel prices are up over 25% from this time last year. Our labor rate is up about 5% and our liability insurance rates are up about 10%.

We are asking you to raise our hourly labor rate from \$110.00 to \$115.50 which is 5%. Our overtime hourly rate would go from \$165.00 to \$173.50 which is also 5%.

This will not cover our cost but I know this economy is trying for everyone.

Sincerely,

Mark Cliburn
Guardian Equipment, Inc.

PURCHASE ORDER
PURCHASING AND CONTRACTS DIVISION
SEMINOLE COUNTY GOVERNMENT
1101 EAST 1ST STREET ROOM 3208
SANFORD, FL 32771-1468
OFFICE (407) 665-7116
FAX (407) 665-7956

ENTERED 11/10/08

~~01/20/09~~

Page - 1

Order Number 22246 000 OP

Shipped From: GUARDIAN EQUIPMENT
330 HICKMAN DRIVE
SANFORD FL 32771

Branch/Plant 087802
Requestor: ROBERT BRADLEY

Ship To: ENVIRONMENTAL SERVICES/UTILITIES
500 W. LAKE MARY BLVD
SANFORD FL 32773

Delivery: WATER AND SEWER

Line	Rev	Description	Ordered	UOM	Unit Price	Extended Price	Order No	Ty
1.000	0	Chemical Feed Systems		EA	.0000	75,348.25	00000183	OB
						087805.560650	00056601	
IFB-600160-07/RTB								
						75,348.25	*** Total Order	
						ROBERT BRADLEY		
Purchasing Agent:								

IFB-600160-07/RTB



Guardian Equipment, Inc

330 Hickman Dr.

Sanford, FL 32771

Phone 407-936-2216 Fax 407-936-2217

Quotation

DATE	Quote No.
10/7/2008	1474

NAME / ADDRESS
Seminole County B.C.C. Finance Division Post Office Box 8080 Sanford, FL 32772 Attn: Robert Dehler

TERMS	REP	FOB	PROJECT
Net 30	MAC		

ITEM	DESCRIPTION	QTY	EACH	Total
misc ...	Country Club Sodium Hypochlorite Feed System Install two duplex pump skids with Master-Flex L/S peristaltic hose pumps to deliver 16 GPH at 20 PSI including pressure relief valves, back pressure/anti-syphon valves, pressure gauges and calibration column	1	23,752.00	23,752.00
Labor	Hours to remove existing pumps, piping and disconnect wiring. Hours to install new pumps skids and plumb into existing piping from bulk storage tanks and discharge lines.	80	115.50	9,240.00 ✓
Labor	Hours for supervision of skid and installation	40	115.50	4,620.00 ✓
misc ...	Install secondary post injection point, includes new saddle and corporation cock with solution tube	1	1,394.00	1,394.00
misc ...	Electrical/Instrumentation Subcontractor (DCR, see attached proposal)	1	29,995.00	29,995.00 ✓
misc ...	Subcontractor markup	1	4,499.25	4,499.25
Labor	Hours for start up, calibration and training	16	115.50	1,848.00 ✓
		Total	\$75,348.25 ✓	

705669

DcR Proj. No:	Client Reference No:	Q_CCWTP Chemical Feed Rework.Doc
To: Mark Cliburn		Date: October 7, 2008
Company: Guardian Equipment		
Phone: 407.366.5860		
Fax: 407.366.5869		Pages Including this page 1
From: Russell W. Carpenter		
Reference: Country Club WTP Chemical Feed ReWork		

Comments:

As per your request, we are pleased to submit this proposal for the Engineering services required to implement a new Hypochlorite System at Country Club Water Treatment Plant.

DCR Engineering shall provide the following services based on Seminole County Standards:

- Modify existing control panels to implement new control scheme for 4 MasterFlex chemical feed pumps. Add selector switch, pilot light and speed pot for manual control of pump 4.
- Install new conduits, run control cables and terminate controls to MasterFlex chemical feed pumps
- Modify existing VFD and PLC control cabinets to interface with new chemical feed pumps and required IO additions.
- Demo existing electrical conduits to existing chemical feed pumps and remove VFD's and other hardware in VFD Cabinet that will not be used.
- Removed Mixed IO module in slot 3 and add 8 AI module for new IO requirements.
- Rewrite PLC program and Wonderware HMI for existing Chemical Feed RTU to implement new control scheme that incorporates new MasterFlex pumps.

We offer the above hardware and programming services for a total installed price of \$29,995.00. Installation is estimated to be 4 to 8 weeks. Project payment terms will be progress billing net 30. In no event will any payments be delayed due to work or conditions outside of DCR control. Projects not completed within 6 months ARO due to delays outside of DCR control may incur escalation charges of 1% per month. Pricing is valid for 30 days from the date on this proposal.

Contractor responsibilities:

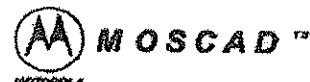
- (A) Provide Chemical Feed Skid for terminations into new control system.
- (B) Provide Remote Cable (Cat# 77300-32) for control of new pumps.

If you have any questions, please feel free to call me at 863.428.8080.

Thank you,

Russell W. Carpenter
SCADA Systems Manager
DCR Engineering Services, Inc.

www.dcreng.com



SEMINOLE COUNTY MANAGER POLICIES

(12) **Sources Exempt from Competition.** Purchases up to \$50,000.00 may be made from Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE) (FS 949.515) and RESPECT of Florida, Inc. (FS 287 and 413.036) without competitive bidding.

(13) **Term Contracts.** A term contract is a formal contract executed as a result of either an RFP or an IFB. Term contracts are used to meet a recognized continuing County requirement. They are issued for a base period with annual options that may be exercised at the discretion of the County. The base period may extend up to 5 years and the total contract period may not exceed ten years. Release Orders are issued to place orders against the term contract and they must be encumbered. Each item on the term contract has a firm price or the contract may allow for a firm discount off established price lists. Term contracts are awarded for the use of a specific department or by the entire County and should be used when purchasing a term contract commodity and services. The process for a term contract is as follows:

(a) The user Department/Division shall notify the Purchasing and Contracts Division of the requirement for a term contract. The request must include an appropriate Statement of Work (i.e.; estimated quantities, item descriptions, specifications, etc), The Purchasing and Contracts Division may initiate Term Contracts for countywide use as deemed appropriate by the Purchasing and Contracts Manager.

(b) More than one Contractor may be awarded depending on the needs for the goods or services. The solicitation and/or contract documents must indicate how work will be distributed among the approved Contractors.

(c) Release Orders are requisitions placed against an existing Term Contract. These requisitions will be processed by requiring Departments and they will ensure compliance with the terms and conditions of the Agreement. On Multiple Term Contracts a statement of work will be provided to each contractor with a complete description of the requirements enabling them to prepare a quote. The release/purchase order will be awarded to the contractor with the lowest price that meets the requirements. The Purchasing Management System is a contract tracking system that contains all contracts and is accessible to

(d) Items can be added to an existing term contract by amendment when the Purchasing and Contracts Manager or designee determines it is in the County's best interest. Items must be added at a fair and reasonable price and the amendment must be properly executed.

(e) Term contract renewal options:

(i) Term contracts may be renewed provided: